



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Energy Commission Specialist III (TED)
Will consider Energy Commission Specialist II (TED)

TENURE/TIMEBASE: Permanent/Full-time

SALARY: ECS III: \$6,952 - \$8,649
ECS II: \$6,329 - \$7,866

LOCATION: Energy Assessments Division, Demand Analysis Office
Sacramento, CA

FINAL FILING DATE: April 2, 2019

The Energy Assessments Division consists of a multi-disciplinary staff of economists, and engineers responsible for developing methodologies, models, and data for analyzing energy supply and demand. The Demand Analysis Office seeks staff dedicated to the development of ongoing statewide energy data collection and forecasting California's energy needs. Professionals with a passion for energy data, data analytics, and research and who are motivated to collaborate, develop, and improve existing energy analysis and forecasting should apply. Work with a collaborative group of analytical professionals focused on supporting the development of energy policy for the next decade and dedicated to improving the Energy Commission's understanding of statewide energy consumption. If you enjoy working with data, exploring new analytical methodologies, have excellent organizational skills, and enjoy working collaboratively on important energy topics, we encourage you to apply.

DUTIES/RESPONSIBILITIES: The Energy Commission Specialist III (ECS III) serves as the Energy Commission's top subject-matter expert and technical advisor in Data Governance. Under the general direction of the Assistant Executive Director for Energy Data and Analytics, the Data Governance Lead will:

- Be the Energy Commission's lead expert on data governance policies and strategies. This encompasses how we receive, catalog, store, access, and share data. For example, policies for handling sensitive data, ensuring data quality, maintaining data inventories, and determining who is given access to which data and how.
- Acquire and maintain knowledge of existing data governance policies and processes across the organization.
- Develop and maintain an enterprise data governance strategy and roadmap.
- Standardize and maintain processes across the Energy Commission for requesting and approving internal access to data.
- Develop and maintain Energy Commission standards for publicly releasing derivatives of confidential data, such as anonymization, aggregation, and masking rules.
- Develop and maintain processes for entering into data sharing agreements with third parties, including other government agencies and academia.
- Engage with the California Natural Resources Agency on their open data portal and lead internal efforts to increase the Energy Commission's participation.
- Develop and maintain processes and standards for managing data quality, including maintaining an inventory of confidential and high-priority datasets across the Energy Commission and standardizing the handling of such data.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Excellent interpersonal and leadership skills. Ability to coordinate interdisciplinary projects and staff.
- Knowledge of, or experience with, high level conceptual components of data modeling. This includes data formats (e.g., CSV, JSON, XML, columnar data), relational data structures (e.g., tables, fields, entity relationships), and metadata.
- Ability to work under pressure effectively, both under supervision as well as independently, within a team environment and maintaining positive and constructive work relationships with others.
- Ability to effectively write and edit technical program information. Excellent analytical skills and the ability to reason logically and creatively while analyzing a variety of analytical techniques. Ability to gather, compile, analyze, and interpret written and numerical research data.
- Proficiency on a personal computer and familiarity with word processing, database management, spreadsheets, models, and graphics. Intermediate to advanced skills with Microsoft Excel, Microsoft Word software programs.

WHO MAY APPLY: Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the contact/address listed below. Electronic applications will be accepted. You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.). Include the following, **RPA 820-256** and Position **#535-820-4186-003** in the "Explanation Section" of the STD 678. Resumes are welcome but do not take the place of the completed STD. 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. **NOTE:** Failure to comply with the filing instructions and incomplete applications received will not be considered.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Personnel Services Office
Attn: RPA #820-256
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4309

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922
personnelservices@energy.ca.gov